



Brian Schweitzer
Governor

OFFICE OF THE STATE PUBLIC DEFENDER STATE OF MONTANA

Chief Public Defender
Randi Hood

MEMORANDUM

TO: The Montana Public Defender Commission

FROM: Harry Freebourn, Administrative Director

CC: Randi Hood, Chief Public Defender

DATE: December 15, 2009

RE: Requests for Information – Not Part of the December 18, 2009 Agenda

Chairman Sherwood asked that we post all “additional information” that is not part of the main December 18, 2009 agenda to the OPD web site with a brief explanation of the item if it warrants one. Our past practice has been to post meeting handouts to the web and cross-reference them in the minutes. Requests for other information have been sent directly to the Commission over the list serve. We will now post all of these additional requests for information to the web under the Chairman’s Corner until directed otherwise.

Requests for Information

1. Job Profiles for Regional Deputy Public Defenders, Managing Attorneys, and Staff Attorneys. These profiles are in standard state format. They are sometimes referred to as job descriptions.
2. Performance Evaluation Forms for Regional Deputy Public Defenders, Managing Attorneys, and Staff Attorneys.
3. Office of the State Public Defender’s (OPD) percentage of representation of the Montana District Court’s criminal cases. This analysis indicates that OPD represents somewhere between 81 and 91 percent of the courts criminal cases.
4. Exit Interview Form to be used during an exit interview conference between a manager and an exiting employee. This form will provide information that will be helpful in tracking the reasons that an employee is leaving OPD.
5. Annual training conference evaluation form. We had sent you the electronic form shortly after the training conference but now that we have the results of the evaluation we are forwarding them to you.
6. Regional Deputy Public Defender Management Plans – these are plans developed by each region with 12 questions to help develop the plan.
7. Agency Organization Chart – this is the latest chart that list positions and employees in those positions. It also reflects the reporting structure.
8. JustWare Data Collection fields – this identifies mandatory, requested, optional and “in development” fields.